

Job Title: ENGINEERING TECH IV - MAINTENANCE RECORDS SUPERVISOR - IPR#46497

Agency : Department of Transportation

Closing Date/Time: 06/02/2023

Salary: \$4,790 - \$8,775 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire a Maintenance Records Supervisor .

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for ensuring the completeness and accuracy of the district's roadway records, maps, municipal agreements, and special microfilm requests which requires defining the extent of the district's maintenance responsibilities.

Subordinates:	6 Direct
Maintenance Team Sections:	23
Municipal Maintenance Agreements:	54 – 2,100+ Lane Miles, Valued at \$7M

Lane Miles of State Roadway:	10,000+
Roadway Sub-Sections:	900+
Construction Agreements:	400+ Annually
Construction Improvements:	400+ Annually
Construction Section Assignments:	400+ Annually
Microfilm Service Requests:	900+ Annually

This position reports to the Maintenance Methods Manager. Reporting to this position are the Senior Maintenance Records Specialists and the Maintenance Roadway Records and Agreements Technicians.

This position is accountable for the completeness and accuracy of all roadway records and maps required to support the various maintenance operating information systems in an area where annual construction programs of \$300M – \$400M requires almost continuous modifications and updating of existing roadway records. Because of the large number of local government agencies in the area with their abutting highway and street systems, cost-effective considerations dictate a great deal of highway maintenance work be done under maintenance agreements with these local agencies. This agreement work amounts to over \$7M annually and covers 2,100 of the district's 10,000 lane miles. Because of the political overtones associated with dealing with local agencies, the clarification of respective work responsibilities under these agreements becomes a very delicate matter.

Typical problems encountered in this position include ensuring that the proper delineation of the respective maintenance responsibilities of the district and local governments are included in all maintenance agreements; ensuring the proper integration of existing record keeping systems with the various electronic maintenance information systems, including managing records and information utilizing Computer Aided Drafting and Design (CADD), Graphic Information Systems (GIS), and Maintenance Management Information Systems (MMIS); and ensuring the completeness and accuracy of microfilm files and the timeliness of microfilm retrieval procedures. The greatest challenge of this position is obtaining the continuous cooperation of necessary district, bureau, and central office personnel in procuring, in a timely manner, all information required for the various maintenance roadway record systems.

(Job Responsibilities continued)

The incumbent personally monitors all completed construction projects to ensure that the necessary data can be entered into the various roadway record systems; provides for the timely distribution of all roadway records and maps and maintenance agreements to the central office and to designated district and bureau personnel; continuously evaluates existing record keeping methods and procedures and develops and implements revisions to improve their effectiveness; and ensures that all final roadway records including reproductions are complete, accurate, and readily available for future construction and/or maintenance activity.

The incumbent accomplishes the accountabilities through the following staff:

- Senior Maintenance Records Specialist: accountable for performing complex functions necessary to provide the data to ensure accuracy and completeness of all maintenance roadway records and agreements which reflect the maintenance responsibility of the district.
- Maintenance Roadway Records and Agreements Technician: accountable for the research, preparation, initial map change layout, maintenance, and updates of all roadway records; the maintenance of the municipal maintenance agreements and recording of construction agreements; and the maintenance and updating of the microfilm library.

Though the incumbent works in accordance with established guidelines with respect to record keeping, map preparation, and record retrieval, because of the diversity of the various maintenance record keeping systems, considerable independent judgment is required in ensuring the completeness, accuracy, and timeliness of the data contained in these systems and providing for the prompt retrieval of such data.

The incumbent is required to maintain close cooperation with district, bureau, central office, and local agency personnel in ensuring the completeness and accuracy of records and maps covering roadway features and maintenance agreements. The incumbent also has daily contact with the general public, consulting engineers, and often with lawyers concerning claims information. Occasional district-wide travel and overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the completeness and accuracy of information contained in the various roadway record systems and by the promptness by which such information can be retrieved.

Principal Accountabilities

1. Ensures the accurate and timely revision and distribution of roadway maps and boundary maps.
2. Ensures that the Municipal Maintenance Agreements are complete, accurate and processed in a timely fashion.
3. Ensures that CADD and GIS output covering roadway information is complete and accurate.
4. Ensures the proper maintenance and updating of roadway sub-section documents, valid sub-section numbers, and other information required for the MMIS in cost reporting, and the timely completion and forwarding to the central Bureau of Operations.
5. Ensures the appropriate number assignments to all new proposed construction projects with state sections and the proper recording and distribution procedures for proposed construction agreements.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS five years of engineering experience OR
 - Seven years of engineering experience
- A valid driver's license
- Occasional district-wide travel
- Overtime

Position Desirables

- Working knowledge of Computer-Aided Drafting and Design (CADD), Graphic Information Systems (GIS) and Maintenance Management Information Systems (MMIS)
- Ability to read and interpret roadway plans and interpret and implement departmental policies
- Ability to meticulously organize and retrieve records and documents
- Ability to supervise, direct, and coordinate work of staff engaged in field or office engineering functions
- Strong oral and written communication skills

Work Hours: 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

Work Location: 201 Center Ct Schaumburg, IL 60196-3169

Office: Office of Highways Project Implementation/Region 1/District 1/Maintenance

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Building, Fleet & Institutional Support; Leadership & Management; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com